

October 1, 2014

TO: Ken Deibert, Senior Engineer
FROM: Armondo Hodge, Senior Engineering Technician
RE: Progress Memo 10 – Water Efficient Urinals

On Wednesday, October 1st, 2014, Senior Engineering Technician, Armondo Hodge sent an e-mail to ValBetti Plumbing containing a Services Agreement Contract. The e-mail also notified ValBetti Plumbing that the Purchase Order (P.O.) was being created and that Danny Woods, Procurement Specialist would contact them regarding the W-9, insurance requirements and the Services Agreement Contract.

NEXT STEPS

Following approval from Danny Woods, Procurement Specialist, send the Purchase Order (P.O.) to ValBetti Plumbing via. e-mail.